

Introduction

Tips:Before You Begin

Request New Account

Request **Employer** Account

Request Consultant Account

View Steps

Login & Navigation

Login

Forgot Password

Change Profile

Change Password

Change Security Question

Navigation Menu: Your Options



Welcome to the Virginia WOTC Online System

Since its enactment by Congress in 1997, the Work Opportunity Tax Credit (WOTC)

Program has been integral to the creation of jobs by giving employers a tax credit when they hire qualified individuals who consistently face significant barriers to employment.

This Federal tax credit incentive program enables the new hires to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are compensated by reducing their federal income tax liability.

The **Virginia WOTC Online System** is used by private sector businesses ("Employers") and companies who act as Employer Agents ("Consultants") under a power of attorney (POA) contract. The VA WOTC Online System allows these employers and their consultants to submit tax credit applications online, track the status of submitted applications, print Certificates and correspondence from VA WOTC Program Staff (Needs and Denials), and view power of attorney (POA) status.



Training

Tips: Before You Begin

Important User Recommendations!

Please read this list before you begin using the Virginia WOTC Online System.

- Internet Explorer, Version 7, is the recommended browser and version.
- The ideal page resolution is 1024 x 768 pixels.
- Do *not* use Internet Explorer's Back and Forward options to move from screen to screen; this may cause unpredictable results.
- Use the scroll bars to move the page up, down, left and right.
- Disable the Internet Explorer Pop-Up Blocker and any pop-up block plug-ins (Yahoo or Google toolbar, MSN Pop Up Blocker or XP SP 2 Pop Up Blocker).
- Using the Plugin available from Google can cause unpredictable results in the system. To avoid this, disable the Autofill feature in the Google Plugin.
- If you are still logged in and move to another site (without opening a new window), you will remain logged in for an hour. If you close your browser without logging out, the system automatically logs you out. The system also automatically logs you out if you have been *inactive* for more than an hour. In this context, *activity* includes such actions as saving entered information, refreshing a screen, moving to a new screen and opening a new window. It *does not* include entering text or moving the mouse. When the system automatically logs you out, any unsaved data is lost ('unsaved' means no confirmation message displayed).



Training

Requesting a User Account

To obtain access to the Virginia WOTC Online System, you must first request an account. When your Account Request is accepted, the options available to you are based on your account type:

Employer

- Application Entry (enter tax credit applications)
- Case Search (find employee case records)
- POA Search (view the POA status between the Employer and a Consultant, if applicable)
- Printing (print denial letters, needs letters and certificates)

Consultant

- Application Entry (enter tax credit applications)
- •Bulk Applications (allows the transmission of multiple applications)
- Case Search (find employee case records)
- •POA Search (view the POA status between Employers and the Consultant)
- Printing (print denial letters, needs letters and certificates)

Get Help: View the Tutorials

Tutorials assist you in becoming oriented to the various functions available in the VA WOTC Online System.

- The Login Tutorial on this page (below the User Name and Password fields) shows you how to Request an Account and Login.
- When your account is approved, **My Tutorial** is available on the VA WOTC Online System menu to help you with tasks specific to your account type.

For detailed information about the WOTC Program, contact us by calling **804-786-2887**, emailing <u>vec@vaworkforce.com</u> or visit our website at VA WOTC.





Request a VA WOTC Employer Account

A basic profile of a WOTC-qualified Employer includes:

- •It is a business operating in the state of Virginia who pays federal income tax.
- •Its employees may or may not live in the state of Virginia.
- •It agrees to comply with federal requirements.
- •It is willing to hire from the twelve (12) WOTC target groups. To review target group information, go to http://www.doleta.gov/business/incentives/opptax/eligible.cfm.

General Employer Guidelines for WOTC include:

- •There is no limit as to the size of the Employer company; there can be as few as one employee.
- •There is no limit to the number of employees for which the Employer applies and receives tax credit certificates.

Additional criteria pertain to the Employee/Employer:

- •The employee cannot have been previously employed by the employer (with the same FEIN).
- •The employee may not be a member of the employer's family.
- •The employer may receive only one tax credit for each employee submission.

The Virginia WOTC Online System assists the Employer in applying for this tax credit.



Legal Forms Holder Designation

As you complete the Request Account process, you are asked to respond whether or not your company will be the **legal forms holder**. A legal forms holder must be designated to file ("hold") original signature documents (IRS Form 8850, ETA Form 9061 and any supporting documentation) for a period of five years from the year that the employer uses the tax credit. *Only the legal forms holder is permitted to submit completed applications via the VA WOTC Online System:*

- When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the VA WOTC Program Coordinator. Your company must retain any documentation required to support the validity of the application.
- If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize the online Virginia WOTC system to enter data and print documents. Send the original signature documents (IRS Form 8850, ETA Form 9061, and any supporting documentation) to the Virginia WOTC Program Coordinator.



VA WOTC Correspondence and Printing

Needs

If supporting documentation is required for a tax credit application, VA WOTC Program staff will issue a Needs Letter. An Email Notification (providing the Case Number of the tax credit application) is sent to all User Accounts associated with the Company. The Needs Letter may then be printed by logging in to the Virginia WOTC Online System and either retrieving the individual application via Case Search, or by using the Printing option for Needs. The Needs Letter provides details on how to send (mail or fax) the supporting documentation needed to process the application.



Denials

When a tax credit application has been denied by Virginia WOTC Program staff, the Denial Letter may be printed by logging in to the Virginia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Denials.

It is your right to appeal a Denial determination. Attach the Denial Letter as a cover sheet to your request for reconsideration along with any additional documentation, and submit it via fax or mail to the VA WOTC Program Coordinator. Acceptable documentation for verification of eligibility is included on Pages 3 & 4 of the ETA Form 9061 (August 2009). If a request for reconsideration is not received within one (1) year from the Denial Date listed above, or date of this notification (whichever is later), this determination becomes final and the case will be permanently closed. You must retain the Denial Letter for your records.



Certificates

When a tax credit application has been approved and certified by Virginia WOTC Program staff, the tax credit certificates may be printed by logging in to the Virginia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Certificates.



Request a VA WOTC Consultant Account

A basic profile of a WOTC-qualified Consultant includes:

- •It is a company with a current legal binding contract, a Power-of-Attorney (POA), with one or more for-profit employers who are doing business in the state of Virginia and who pay federal income tax.
- •It may or may not reside in Virginia.
- •It agrees to comply with federal requirements.
- •It is familiar with the twelve (12) WOTC target groups. To review target group information, go to

http://www.doleta.gov/business/incentives/opptax/eligible.cfm.

The responsibilities of a WOTC Consultant include:

- •The Consultant collects and reviews the employer's paperwork prior to submitting the application to the VA WOTC Program in a timely manner.
- •The Consultant receives an Email Notification and prints a Needs Letter requesting supporting documentation on a specific tax credit application. The Consultant obtains the supporting documentation by contacting the employer and/or accessing government websites. Upon request, the Consultant submits the supporting documentation to the VA WOTC Program staff in order to complete processing of the application.
- •The Consultant receives or prints Denial Letters. The consultant reviews the Denial letters. If any of the letters were issued due to lack of supporting documentation, the Consultant will make a final attempt to collect that documentation and resubmit the application for certification.
- •The Consultant receives or prints Certificates. The Certificates are forwarded to the Employer.

The Virginia WOTC Online System assists Consultants in applying for this tax credit on behalf of one or more Employers.

Legal Forms Holder Designation

As you complete the Request Account process, you are asked to respond whether or not your company will be the **legal forms holder**. A legal forms holder must be designated to file ("hold") original signature documents (IRS Form 8850, ETA Form 9061 and any supporting documentation) for a period of five years from the year that the employer uses the tax credit. *Only the legal forms holder is permitted to submit completed applications via the VA WOTC Online System:*

- •When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the VA WOTC Program Coordinator. Your company must retain any documentation required to support the validity of the application.
- •If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize the online Virginia WOTC system to enter data and print documents. Send the original signature documents (IRS Form 8850, ETA Form 9061, and any supporting documentation) to the Virginia WOTC Program Coordinator.



VA WOTC Correspondence and Printing

Needs

If supporting documentation is required for a tax credit application, VA WOTC Program staff will issue a Needs Letter. An Email Notification (providing the Case Number of the tax credit application) is sent to all User Accounts associated with the Company. The Needs Letter may then be printed by logging in to the Virginia WOTC Online System and either retrieving the individual application via Case Search, or by using the Printing option for Needs. The Needs Letter provides details on how to send (mail or fax) the supporting documentation needed to process the application.



Denials

When a tax credit application has been denied by Virginia WOTC Program staff, the Denial Letter may be printed by logging in to the Virginia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Denials.

It is your right to appeal a Denial determination. Attach the Denial Letter as a cover sheet to your request for reconsideration along with any additional documentation, and submit it via fax or mail to the VA WOTC Program Coordinator. Acceptable documentation for verification of eligibility is included on Pages 3 & 4 of the ETA Form 9061 (August 2009). If a request for reconsideration is not received within one (1) year from the Denial Date listed above, or date of this notification (whichever is later), this determination becomes final and the case will be permanently closed. You must retain the Denial Letter for your records.



Certificates

When a tax credit application has been approved and certified by Virginia WOTC Program staff, the tax credit certificates may be printed by logging in to the Virginia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Certificates.



Login to the VA WOTC Online System and Navigate Your Features

Welcome!

When you have completed the Request Account steps and received the second email from VA WOTC Program Staff indicating you have been approved, you are ready to log in and begin using the VA WOTC Online System.

Remember to first review the Tips recommendations for the best environment in which VA WOTC should be run; especially be sure to disable any pop-up blockers.



Login and Navigation

This topic guides you through these features:

- •Login
- Forgot Password
- •Your Profile (Modify Profile, Change Password, Change Security Question)
- •Navigation Menu: Your Options





Request Account

<< Go to Login

Welcome to the WOTC Account Request Process

By completing this process, you request an account to access the automated WOTC system.

You will be given the opportunity to designate your company as the legal forms holder of original signature documents.

A legal forms holder must be designated to hold (maintain) original signature documents (IRS 8850, ETA 9061 and any supporting documentation) for a period of five years from the year that the tax credit is filed by the employer.

When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the KY WOTC Program Coordinator no later than 28 business days after the employee's Start-to-Work date. The electronic submission date for each application serves as its postmark date.

If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize the automated WOTC system to enter data and print documents. Send the original signature documents (IRS 8850, ETA 9061, and any supporting documentation) to the Virginia WOTC Program Coordinator (address below), postmarked no later than 28 business days after the employee's Start-to-Work date.

Virginia Employment Commission WOTC Program - Room 209 P. O. Box 1358 Richmond, VA 23218-1358

Please enter the Federal Tax ID (FEIN) used to submit Tax Credit Forms

Federal Tax ID * ______





_ @ X



Work Opportunity Tax Credit Online System

Request Account

<< Go to Login



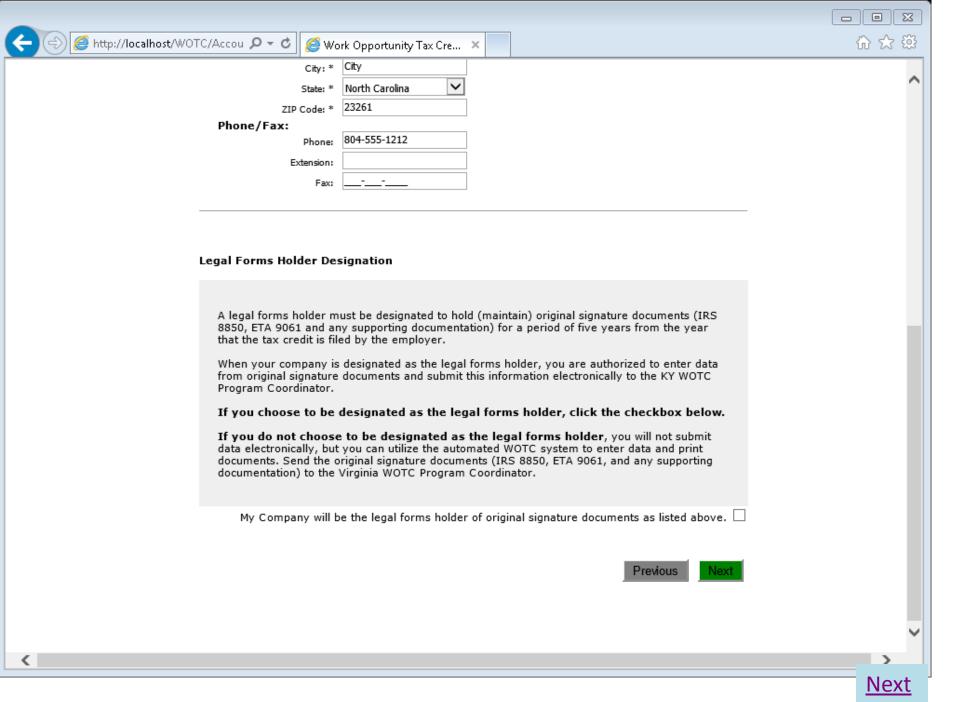
No Company was found that matches the FEIN you entered. Please review your entry.

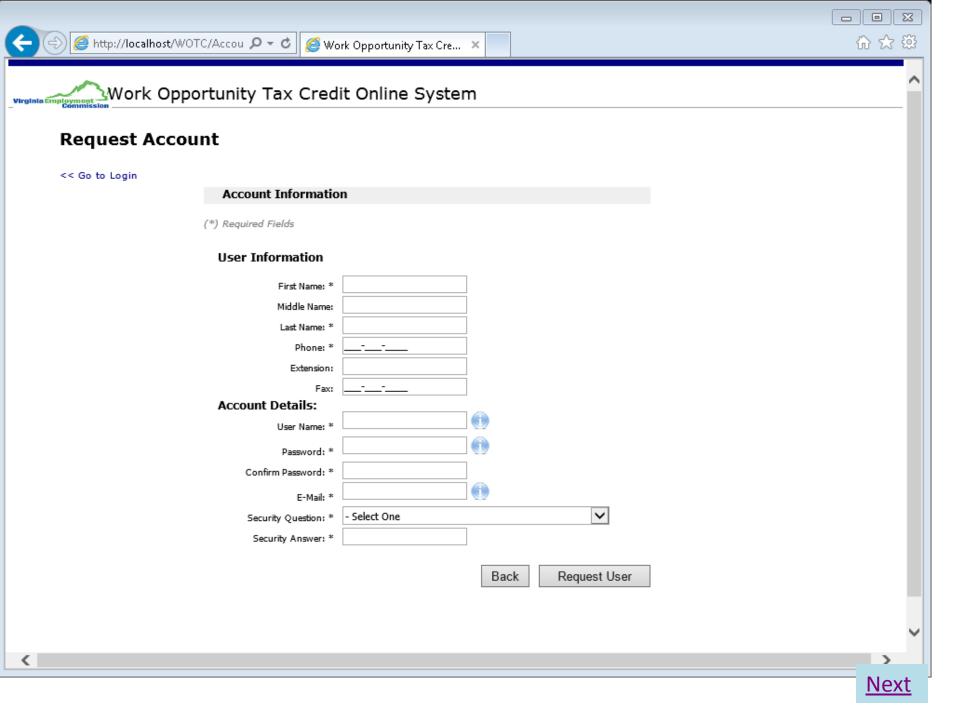
- . If it is incorrect, click Previous to enter your company's correct FEIN.
- If the FEIN is correct, enter your Company information in the fields below. Scroll down
 to carefully read the Legal Forms Holder Designation statement. If you choose to be
 the Legal Forms Holder, check the box and click Next.

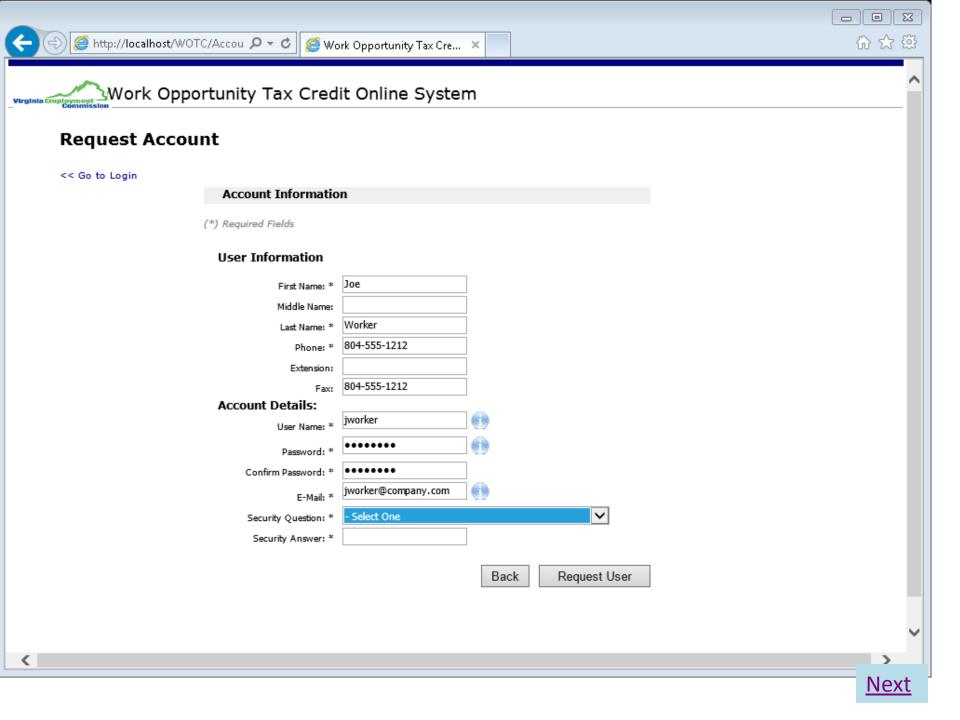
Company Information

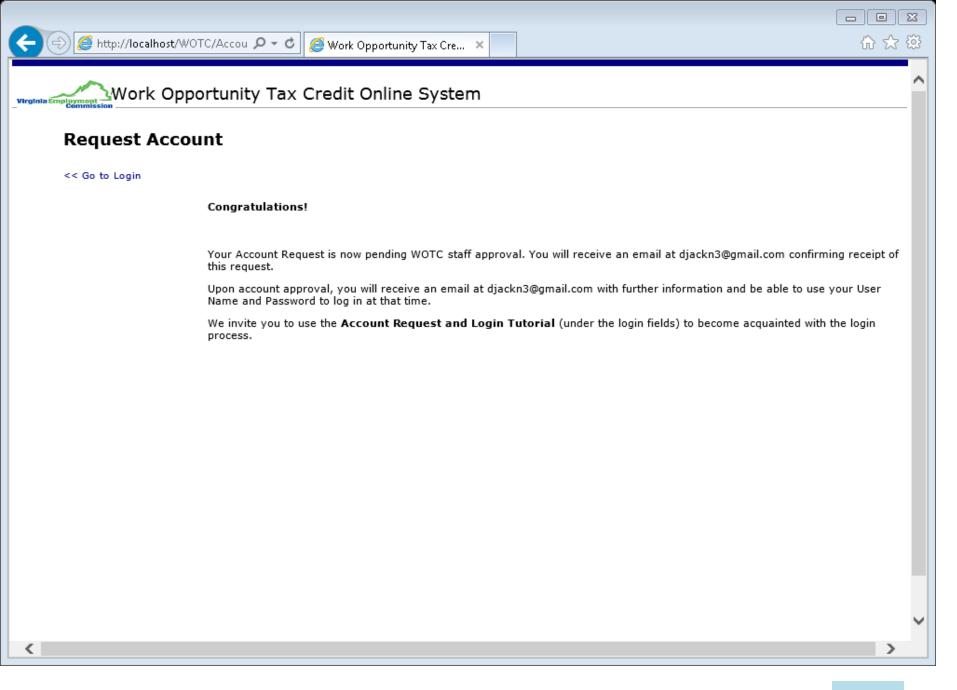
(*) Required Fields

Federal EIN:	99-000000
Client Type: *	- Select One
Company: *	
Address:	
Address Line 1: *	
City: *	
State: *	- Select One
ZIP Code: *	
ZIP Code: * Phone/Fax:	
Phone/Fax:	











Training



Welcome to the Virginia WOTC Online System

Since its enactment by Congress in 1997, the Work Opportunity Tax Credit (WOTC) Program has been integral to the creation of jobs by giving employers a tax credit when they hire qualified individuals who consistently face significant barriers to employment.

This Federal tax credit incentive program enables the new employees to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are compensated by reducing their federal income tax liability.

The Virginia WOTC Online System is used by private sector businesses ("Employers") and companies who may act as the employer's agent ("Consultants"). The Va WOTC Online System allows these employers and their consultants to enter tax credit applications (and submit the applications, for legal forms holders), track the status of submitted applications, print letters and certifications, and view any power of attorney (POA) that may exist.

How to Get Started

To obtain access to the Virginia WOTC Online System, you must first request an account. When your Account Request is accepted, the options available to you are based on your account type:

7	
Password:	
	Logi

Sign in

- Enter login
- Enter password
- Click Submit

Back



Training

Main Menu

1

Home

Application Entry

Case Search

POA Search

Suplemental Document Upload

Applications Upload Results Log

■ Printing

Certificates

Denials

Needs

My Profile

My Company

View All Messages

Messages and News

Welcome to WOTC



Employers hiring individuals who face barriers to employment (those who participate in specific Federal assistance programs) can realize a

Virginia WOTC Online System

significant savings in their Federal tax liability by taking advantage of the Virginia WOTC Program.

The Virginia WOTC Online System provides an efficient means of submitting applications for WOTC certification. The Application Entry process includes entering employee and employer information from the completed and signed IRS Form 8850 and ETA Form 9061.

For help with the Virginia WOTC Online System, email <u>WOTC@vec.virginia.qov</u>

To view the Department of Labor's Work Opportunity Tax Credit Homepage, click here.



Welcome to the Message Area

Here, you can customize and post your messges to the customers, for a rapid and instant communication.

- 1 Menu area: Start here for your available functions
- 2 Message: Headlines for available messages
- 3 Message Detail : Shows details of selected message



Training

Main Menu

Home

Application Entry

Case Search

POA Search

Suplemental Document Upload

Applications Upload Results Log

■ Printing

Certificates

Denials

Needs

My Profile

My Company

Virginia WOTC Online System

Employers hiring individuals who face barriers to employment (those who participate in specific Federal assistance programs) can realize a significant savings in their Federal tax liability by taking advantage of the Virginia WOTC Program.

The Virginia WOTC Online System provides an efficient means of submitting applications for WOTC certification. The Application Entry process includes entering employee and employer information from the completed and signed IRS Form 8850 and ETA Form 9061.

For help with the Virginia WOTC Online System, email WOTC@vec.virginia.gov View All Messages

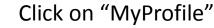
Messages and News

Welcome to WOTC

To view the Department of Labor's Work Opportunity Tax Credit Homepage, click here.

Welcome to the Message Area

Here, you can customize and post your messges to the customers, for a rapid and instant communication.







Training

	Profile Informat	tion
Main Menu	Change Password Change	ge Security Question Close Page
Home		
Application Entry Case Search	User Name:	djackson
POA Search	First Name *	Dwayne
Suplemental Document Upload	Last Name *	Jackson
Applications Upload Results Log	Phone:	804-555-1212
□ Printing CertificatesDenials	Ext: E-Mail *	user@mail.com
Needs My Profile		Update Cancel
My Company		

Make desired changes and click Update





Training

Main Menu Home Application Entry Case Search POA Search Suplemental Document Upload Applications Upload Results Log □ Printing Certificates Denials

My Profile

My Company

Profile Informat	tion
Profile information chang	ged successfully Je Security Question Close Page
User Name: First Name * Last Name * Phone: Ext: E-Mail *	djackson Dwayne Jackson 804-786-1212 user@mail.com
	Update Cancel

Upon confirmation, click Close Page





Training

Main Menu

Home

Application Entry

Case Search

POA Search

Suplemental Document Upload

Applications Upload Results Log

■ Printing

Certificates

Denials

Needs

My Profile

My Company

Virginia WOTC Online System

Employers hiring individuals who face barriers to employment (those who participate in specific Federal assistance programs) can realize a significant savings in their Federal tax liability by taking advantage of the Virginia WOTC Program.

The Virginia WOTC Online System provides an efficient means of submitting applications for WOTC certification. The Application Entry process includes entering employee and employer information from the completed and signed IRS Form 8850 and ETA Form 9061.

For help with the Virginia WOTC Online System, email WOTC@vec.virginia.gov View All Messages

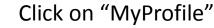
Messages and News

Welcome to WOTC

To view the Department of Labor's Work Opportunity Tax Credit Homepage, click here.

Welcome to the Message Area

Here, you can customize and post your messges to the customers, for a rapid and instant communication.







Training

Main Menu Change Password | Change User Name: dignary User Name: dignary Last Name * Dignary Print Name * Dignary Ext: E-Mail * User Name: dignary Ext: Denials Phone: 8 E-Mail * User Name: dignary Us

Profile Informat	ion
Change Password Change	e Security Question Close Page
User Name:	djackson
First Name *	Dwayne
Last Name *	Jackson
Phone:	804-555-1212
Ext:	
E-Mail *	user@mail.com
	Update Cancel



Training

Main Menu

Home

Application Entry

Case Search

POA Search

Suplemental Document Upload

Applications Upload Results Log

■ Printing

Certificates

Denials

Needs

My Profile

My Company

Change Security Question

Change Security Questi	on and Answer	
Current Password: *	•••••	
Security Question: *	What is your Favorite Animal?	~
Security Answer: *		
	Change Back	

Enter password
Select question from dropdown list
Enter answer
Click "Change"



Training

Main Menu

Home

Application Entry

Case Search

POA Search

Suplemental Document Upload

Applications Upload Results Log

■ Printing

Certificates

Denials

Needs

My Profile

My Company

Change Security Question

Security Question and Answer changed successfully

Change Security Question and Answer

Current Password: *		
Security Question: *	What is your Favorite Animal?	~
Security Answer: *	dog	
	Change Back	





Training

	Profile Informat	tion
Main Menu	Change Password Change	ge Security Question Close Page
Home		
Application Entry Case Search	User Name:	djackson
POA Search	First Name *	Dwayne
Suplemental Document Upload	Last Name *	Jackson
Applications Upload Results Log	Phone:	804-555-1212
□ PrintingCertificatesDenials	Ext: E-Mail *	user@mail.com
Needs My Profile My Company		Update Cancel

Upon confirmation, click "Close Page"



Training

Main Menu

Home

Application Entry

Case Search

POA Search

Suplemental Document Upload

Applications Upload Results Log

■ Printing

Certificates

Denials

Needs

My Profile

My Company

Virginia WOTC Online System

Employers hiring individuals who face barriers to employment (those who participate in specific Federal assistance programs) can realize a significant savings in their Federal tax liability by taking advantage of the Virginia WOTC Program.

The Virginia WOTC Online System provides an efficient means of submitting applications for WOTC certification. The Application Entry process includes entering employee and employer information from the completed and signed IRS Form 8850 and ETA Form 9061.

For help with the Virginia WOTC Online System, email WOTC@vec.virginia.gov

M

View All Messages

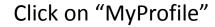
Messages and News

Welcome to WOTC

To view the Department of Labor's Work Opportunity Tax Credit Homepage, click <u>here</u>.

Welcome to the Message Area

Here, you can customize and post your messges to the customers, for a rapid and instant communication.







Training

Main Menu	Profile Informat	ge Security Question Close Page
Home Application Entry Case Search POA Search Suplemental Document Upload Applications Upload Results Log Printing Certificates Denials Needs	User Name: First Name * Last Name * Phone: Ext: E-Mail *	djackson Dwayne Jackson 804-555-1212 user@mail.com Update Cancel
My Profile My Company		

Click on "Change Password"



Training

Main Menu

Home

Application Entry

Case Search

POA Search

Suplemental Document Upload

Applications Upload Results Log

■ Printing

Certificates

Denials

Needs

My Profile

My Company

Change Password

Catanald and name according

Enter old and new pass	sword	
Old Password *		
New Password: *		
Confirm New Password: *		
	Change	Cancel

Enter current password Enter new password Confirm new password Click "Change"



Training

Main Menu

Home

Application Entry

Case Search

POA Search

Suplemental Document Upload

Applications Upload Results Log

■ Printing

Certificates

Denials

Needs

My Profile

My Company

Change Password

Your password has been changed!

Continue



Training

Main Menu Home Application Entry Case Search POA Search Suplemental Document Upload Applications Upload Results Log □ Printing Certificates Denials Needs My Profile

My Company

Profile Information

Change Password Change	nge Security Question Close Page	
User Name:	djackson	
First Name *	Dwayne	
Last Name *	Jackson	
Phone:	804-555-1212	
Ext:		
E-Mail *	user@mail.com	
	Update Cancel	

Click on "Close Page"





Training



Welcome to the Virginia WOTC Online System

Since its enactment by Congress in 1997, the **Work Opportunity Tax Credit (WOTC) Program** has been integral to the creation of jobs by giving employers a tax credit when they hire qualified individuals who consistently face significant barriers to employment.

This Federal tax credit incentive program enables the new employees to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are compensated by reducing their federal income tax liability.

The **Virginia WOTC Online System** is used by private sector businesses ("Employers") and companies who may act as the employer's agent ("Consultants"). The Va WOTC Online System allows these employers and their consultants to enter tax credit applications (and submit the applications, for legal forms holders), track the status of submitted applications, print letters and certifications, and view any power of attorney (POA) that may exist.

How to Get Started

To obtain access to the Virginia WOTC Online System, you must first request an account. When your Account Request is accepted, the options available to you are based on your account type:

User Name:	
Password:	
	Logir
	equest Account

Click on "Forgot Password"



Training

	Sign in
	User Name:
	Password:
Welcome to the Virgin	×
Since its enactment by Congress in Credit (WOTC) Program has been giving employers a tax credit when consistently face significant barrier	our account User Name in the Forgot Password
This Federal tax credit incentive progradually move from economic depearn a steady income and become participating employers are competax liability. Control Code (case)	sensitive)
The Virginia WOTC Online System ("Employers") and companies who ("Consultants"). The Va WOTC Onli their consultants to enter tax credi applications, for legal forms holders applications, print letters and certif attorney (POA) that may exist.	Control Code in the field below:
How to Get Started To obtain access to the Virginia WC request an account. When your Accessiable to you are based on your account type:	

Enter User Name
Enter Security Code provided
Click on "Submit"
Check mailbox for an email from VA WOTC



Change Password

Security Code: *	qBFZGtu4oU	
	Submit	

The email from VA WOTC contains the following instructions, with a code specific to you. When you have copied the code, click the link and it takes you to this screen. Paste or type the code in this Security Code field.

Copy this code: qBFZGtu4oU

Click on this link:

http://162.114.242.20//ChangeAccountPassword.aspx

Enter the code listed above.

Answer the security question you chose when you requested your WOTC account.

Upon answering the question correctly, you will enter your new password.



Training

Change Password

Security Code: *	qBFZGtu4oU
	Submit
In what day or town was your first job?	
New Password	Ü ()
V 50 PAGE 1815 THE PAGE 1	
Confirm Password	9
	Submit

Answer security question Enter new password Confirm new password Click on "Submit"



Training

Change Password

Password Changed!!

Your password has been changed successfully. You can login to the WOTC online system by clicking the link below.

Click here to return to the Login page.

Upon confirmation, Click on "Click here"